

## MAJOR DUTIES

Is assigned as a 3rd mate aboard a Class I (18" discharge and over) pipeline dustpan or cutterhead dredge engaged in channel maintenance dredging in inland waters of the U.S. In the absence of a 2nd mate, serves in that capacity. Stands a shift watch and supervises the work of a crew of 2-12 subordinates employed in any combination of occupations including tender operator, deck equipment operator, pipelineman, deckhand, welder, leverman, carpenter, winchman, etc. Exercises responsibility for the continual operation, maintenance and safety of the dredge and attendant plant during the shift. Work activities directed during the assigned shift watch include any of the following: making and breaking up of tows for dredging moves; placement and movement of dredging anchors; lengthening, shortening, and movement of the pipeline; operation of pipeline baffle plate; operation of winch and hoisting engines; transfer of and placement of shore pipeline from barge to bank and movement of such pipeline during or upon completion of work; maintaining and repairing pipeline and deck equipment; replacing cables, lines, sheaves, dustpan, cutterhead, rubber sleeves, etc.; general maintenance including cleaning, chipping surfaces, painting, minor woodwork, and metal repairs; cleaning suction or cutterheads; placing lights on piling and targets; placing dredging targets; taking and maintaining records of soundings; servicing deck equipment; loading, unloading, and movement of materials, equipment and supplies; etc. In this capacity, accomplishes the following:

1. Exercises supervisory responsibility over the deck crew on the assigned shift:

- a. Planning. Participates with the 1st Mate in planning and laying out the work for the shift to which assigned and in accordance with such plans determines the specific operation and maintenance requirements during the shift and the sequence of work operations for members of the shift crew. Determines the crew members to perform specific work activities and the methods, procedures, and tools to use. Insures that tools, materials, and supplies are available, notifies 1st Mate to obtain replacement of necessary items and inspects supplies, materials, and equipment for adequacy. Inspects all deck, auxiliary machinery, equipment, and systems during the shift to identify maintenance and repair requirements. Plans deadlines and priorities to accomplish required shift work activities and notifies supervisor when circumstances require changes in plans and priorities. Assists 1st Mate in making cost estimates and estimates of material and manhours required to accomplish repairs.

- c. Administration. Assists supervisor in determining shift assignments for crew members. Tentatively schedules leave and approves short periods of leave for subordinates. Recommends to supervisor performance requirements, promotion, reassignments, etc., prior to initiation, and makes informal performance appraisals. Carries out subordinates' on-the-job training and reports the need for training to supervisor. Counsels employees on problems; adjusts informal complaints and refers those unresolved to supervisor. Takes informal corrective action on conduct and performance problems and resolves minor grievances. Reports need for more serious action or recommends resolution of more complex problems to supervisor. Promotes the participation of subordinates in suggestion program, cost reduction program, etc. Maintains dredge shift reports, records and logs

as required. Participates in review of job description of subordinates for currency and accuracy and recommends to supervisor any suggested changes; participates with supervisor in review and recommends improvements of work methods, organizational features and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining. Accomplishes supervisory requirements in accordance with the District EEO and Affirmative Action Programs.

d. Work Direction. Works with and directs assigned crew. Designates crew members for various tasks and assigns work. Explains work requirements, methods, and procedures to subordinates, instructs them in new procedures to be followed and assists them with problems which they encounter. Reviews work in progress and on completion to insure that it meets quality and quantity standards. Discusses changes in standards or prescribed procedure with supervisor. Makes minor adjustments in procedure and sequence of operations as necessary to accomplish the work effectively, safely, and economically. Assures that equipment, tools, and supplies are maintained and utilized properly.

d. As the supervisor of others incumbent is responsible for the instruction and training of subordinates in the safe and efficient performance of their duties and for studying the operations under his/her supervision with a view to correcting or reporting for correction, any unsafe condition or unsafe work practice that might cause injury to employee, or other persons, or property damage. Assists in conducting fire, lifeboat, and man overboard drills. Insures that subordinates possess and use all available safety equipment.

2. Remains aware of approaching vessels and moves or directs the movement of the dredge and pipeline out of the lines of traffic. On dustpan dredges, operates the controls in the pilothouse to move the dredge or to drop back to start a new dredging cut and operates the anchor barge to anchor pipeline.

3. Coordinates the suction and discharge operation and is responsible for maintaining maximum efficiency in dredging operation.

4. Incumbent may be assigned to the maintenance and repair of floating plant or other essential duties during any layup period.

Performs other duties as assigned.

## SKILLS AND KNOWLEDGES

Applies a knowledge of navigational rules and regulations as evidenced by possession of a U.S. Coast Guard inland mates license. Applies a knowledge of dredge steam, steam-electric, or diesel electric operations, sequence of work activities the deck operations and maintenance requirements impose. Applies a knowledge of how such operational characteristics impact deck operation and maintenance requirements. Applies a knowledge of the operational characteristics and limitations of the deck equipment and machinery winches, tender operators, pipelines, anchor barges, shore pipes, deck equipment controls, cutterhead and suction equipment, pumping equipment, etc.

Applies a knowledge of equipment lubrication and maintenance requirements. Applies a knowledge of the requirements involved in placing dredging targets, taking and making reports of sounding and the impact of the work of other dredge crews on deck operations. Applies knowledge to read, understand and apply information contained in plans, drawings, specifications, maps, charts and sketches and other documents pertaining to dredge operation in order to plan and coordinate the deck shift requirements of the dredge. Applies a knowledge of material, supplies and equipment necessary to support deck operation; and of the procurement and supply procedures and requirements necessary to obtain such items to provide timely and effective support of dredging operations.

## RESPONSIBILITY

Works under the general supervision of the 1st Mate. Receives oral and written instructions and performs work according to established policies, procedure, practices, District regulations, marine navigation requirements, and shift plans, schedules, and priorities. Exercises initiative and judgment in independently executing the work requirements on the shift. Receives guidance when difficult situations occur or when changes in established plans are involved. Work is spot checked and periodically inspected to insure compliance with instruction and plans and for proficiency as determined from continuity of operations and propriety of maintenance and repairs.

## PHYSICAL EFFORT

Light to moderate physical effort is required for continuous standing and operation of various controls. Incumbent must have color and depth perception and be able to see in low visibility conditions in order to navigate a dredge.

## WORKING CONDITIONS

Work is performed in the pilot house, on deck and in other locations of the vessel. Spends most of the time on the deck. Occasionally goes outside in all kinds of weather to attend to duties, being exposed to the elements and subject to slipping on wet decks. Danger of drowning is present in case of accident. There is danger from traffic hazards, particularly in foggy weather and at night.

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